



Agenda Date: 5/10/2005  
Agenda Placement: 9B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Howard Siegel for Nancy Watt - County Executive Officer  
Community Partnership Program  
**REPORT BY:** Howard Siegel, Community Partnership Manager, 253-4621  
**SUBJECT:** Formation of General Plan Update Steering Committee

---

### **RECOMMENDATION**

County Executive Officer requests adoption of a resolution authorizing the formation of the General Plan Update Steering Committee, adoption of its bylaws, and direction to solicit applications for membership on this Committee.

### **EXECUTIVE SUMMARY**

The County's General Plan is being comprehensively updated for the first time since 1983. Such a major undertaking requires careful planning and consideration. During the past few months, County staff has held several workshops with the Board of Supervisors, Planning Commission and the general public in order to garner input on both the content and process of the update.

That input was summarized at your Board's annual retreat on April 11th and 12th, at which time direction was provided to staff regarding both the elements to be included in the updated Plan as well as the process for completing the update; the latter including direction to establish a Steering Committee comprised of approximately 20 citizens providing a broad-based perspective to guide the update process.

The proposed action would formalize the creation of that Committee along with providing proposed bylaws for conducting its business.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	A General Plan budget unit is included in the proposed fiscal year 2005-06

budget. It recommends \$1 million in appropriations authority. This will replace the \$1 million in contingency funds set aside for the General Plan update in fiscal year 2004-05. There is also appropriation authority set aside in the proposed Conservation, Development and Planning budget unit to provide staff support to the General Plan update process.

Is it Mandatory or Discretionary? Mandatory

Is the general fund affected? Yes

Future fiscal impact: The cost of the General Plan update will not be known with any certainty until later this summer when the County receives and evaluates consultant proposals submitted in response to a forthcoming Request for Proposals (RFP). The update is expected to take from two-and-one-half to three years.

Consequences if not approved: The County's General Plan is out of date, having last been updated in 1983. Further delays in this update will continue to leave the County vulnerable to litigation.

Additional Information: None

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Steering Committee will be convened with two objectives in mind: (1) to assist staff with preparation of a draft General Plan for consideration by the Planning Commission and the Board of Supervisors; and (2) to build community support for the plan they help create. The Committee will meet on a monthly basis, focusing on one element of the General Plan at a time, reviewing existing policies, goals, objectives and data and recommending changes or updates where necessary. They will also review revised elements both with regard to their individual content and consistency with other elements.

Part of the committee's charge will be to help develop multiple alternatives for evaluation in a program Environmental Impact Report (EIR). The alternatives proposed by the committee will be reviewed at a joint session of the Planning Commission and Board of Supervisors prior to proceeding with public scoping, agency consultation, and preparation of the EIR.

To be most effective, the composition of the Committee should reflect diversity of opinion and geographical representation. All Napa County residents and property owners will be eligible to apply for appointment to this committee (application form attached) with appointments to be made by the Board of Supervisors in late June or early July.

Each Supervisor will be allowed four (4) appointments including at least one resident of their respective Districts. Additionally, one representative of the cities in Napa County will be appointed with the total number of Committee members totaling twenty-one (21), although the intent is to have all geographical areas of the County - including each city - be represented on this Committee.

Today's proposed action is to adopt a resolution establishing the committee and bylaws addressing procedural issues such as the election of a Chairperson, setting and posting of agenda, minutes and other public meeting requirements. Staff has recommended that a provision for a 2/3 vote - in the absence of achieving consensus on any given issue - be included.

The proposed announcement and the application form have indicated that meetings will be held monthly on the last Wednesday, from 4:00 to 6:00 PM, beginning in July. Additionally, a one-day workshop (Saturday, September 10th) has been tentatively scheduled for the development of alternatives proposed for environmental evaluation, subject to Board review prior to proceeding. The enclosed application form requests that applicants commit to attending this workshop and at least 80% of the monthly meetings.

### **SUPPORTING DOCUMENTS**

- A . Resolution Creating GPU Steering Committee
- B . Exhibit A to Resolution (By Laws)
- C . Invitation to Apply
- D . Summary of Update Process
- E . Application Form

CEO Recommendation: Approve

Reviewed By: Michael Stoltz